



Jon Kaplan, P.E.
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Agency of Transportation

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October 18, 2012

Mr. Joe Colangelo, Town Administrator
10632 Route 116
Hinesburg, VT 05461

RE: Hinesburg Village North Sidewalk

Dear Mr. Colangelo:

Congratulations on your project's successful application for funding to the 2012 VTrans Bicycle & Pedestrian Program. Your project was approved for partial funding in the amount of \$235,000 to design and construct 1100 ft. of sidewalk connecting Commerce St. to Riggs Rd. along VT Route 116. Your project was selected from among twenty nine applications statewide with funding requests totaling \$8.2 million.

In accordance with the requirements of the program your award is capped at the amount of the award, so it will be important for the Town to monitor the project budget closely. Funding will be available pending your signing a grant agreement with the Agency of Transportation (VTrans). Reimbursable work can not begin until the grant agreement is executed. We expect that you will move the project forward expeditiously and have outlined some of those expectations on the attached form. Please review the form, sign it and return it to me as soon as possible. Once the form is received, we will begin working on your grant agreement.

As you know, this is a reimbursement program and not a direct grant. The Town will be responsible for 10% of the total project costs. If there will be any donated or in-kind services or materials proposed as part of the local match, a proposal must be presented to the VTrans Project Manager for approval in advance. The offering of this award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with the VTrans, including all applicable VTrans, State, and Federal program requirements.

In the coming weeks, an Agency project manager and project supervisor will be assigned to your project and an initial project meeting will be scheduled. At this meeting you will discuss the project development process, typical project schedule and next steps.

If you should have any questions do not hesitate to contact me at 828-0059. We look forward to working with you and your community towards successful implementation of your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Kaplan".

Jon Kaplan, P.E.
Bicycle and Pedestrian Program Manager
Local Transportation Facilities

cc: Peter Keating, Chittenden County Regional Planning Commission
Amy Bell, VTrans Planning Coordinator
David Blackmore, District Transportation Administrator, District #5
Project File

Project Commitments to ensure continued project funding

Project Name: _____

By signing at the bottom of this document, the Town/City of _____
agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of VT Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If these services are procured separately, there will be no more than one month between the two.
4. Within 1 month of contracting with a design consultant, a copy of the proposed schedule will be provided from the design consultant that indicates the time for advancement of the project to contract plans and bid documents. Local Transportation Facilities staff members will review and ensure that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail progress on the project as compared to the baseline schedule. We will identify any modifications to the baseline schedule which will then be discussed and agreed to. Upon adjusting the project schedule, impacts to key milestones will be identified and discussed between the parties.
6. Project invoices will be submitted at least quarterly, but may be as frequent as monthly.

Town/City of _____

Authorized municipal official (Name and Signature)

Date